



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY
(A Unitary University Established by Govt. of Odisha)

Term of Reference (TOR) for Recruitment of Controller of Examinations-VSSUT, Burla

1.	Name of the Post	Controller of Examinations
2.	Number of Posts	01 (UR)
3.	Level in the 7 th Pay	Level-13A (Rs. 1,31,400 - 2,17,100/-)

Terms and Conditions

1. The candidates are required to apply online for the post of Controller of Examinations of the University till this advertisement is kept open on the University website. Candidates are advised to visit University website from time to time and remain updated.
2. **Candidate should not send any hard copy of the application.** Hard copy of the applications will not be considered for further processing at the University.
3. **Starting Date of Online application is 24.04.2026 and Closing Date of online application is 23.05.2026.**
4. Applications can be submitted online at Samarth portal of the University Website <https://vssutnt.samarth.edu.in>. However, after submitting the application form, the candidate must retain the copy of application form, the hard copy of which will be submitted during document verification along with supporting documents.
5. There is no age limit for the post of Controller of Examinations. (Superannuation age becomes the maximum age limit by default.)
6. Candidates should produce (i) Service Certificate from the Head of the Institution (where they are working) indicating date of appointment, present post held, present pay scale, allowance if any, and date of next increment (ii) Form- 16 of the period of experience claimed, (iii) No Objection Certificate from employer, (iv) Certificate from the employer that there is no disciplinary proceedings initiated/pending/contemplated, (v) One set of other supporting documents uploaded online; **to the verifying officer before interview, if shortlisted.**
7. No TA/DA shall be paid to the candidates for attending the interview.
8. Eligibility of a candidate and satisfaction of any other shortlisting criteria shall be considered as on closing date of submission of online application.
9. Incomplete Application **will not be considered in any respect without substantial proof or statements.**

number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.

17. In cases of any disputes, any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Sambalpur, Odisha which is the headquarters of the University.

18. The University reserves the right to revise/reschedule/cancel/suspend the